1. Join WebEx
   (1) Click the Join button in the WebEx meeting invitation email from CHPAMS. Or you can join the meeting through https://www.webex.com/login/attend-a-meeting by entering the 9-digit Meeting Number.
   (2) Please wait while WebEx is preparing your meeting. It usually takes only 5 to 10 seconds.
   (3) [New User Registration] Type in your name and email address if WebEx asks you to do that.
   (4) [New User/Device Installation] If you have not installed WebEx in your computer, the meeting system will ask you to install a WebEx Add-on at this moment. Follow WebEx’s instructions to Install.

2. Connect to Audio
   (1) If you are not the presenter, please connect to the meeting with Audio and ignore the video connection reminder.
   (2) After you get to the meeting page, you need to connect to audio before you can hear or be heard. There are two ways to connect to audio: call in with a phone or call using computer. Scroll down to see the sample on the next page.
   (3) Click the thumbnail on the left of the meeting page to select the way to connect. Or you may go to menu Audio, click Audio Connection, select the alternative approach.
3. Ask a Question

(1) There will be a 10-minute Q&A section after each presentation. You may save your questions to the Q & A section. Make sure your microphone is unmute when speaking (also check the microphone key on your keyboard).

(2) To ask a question during a presentation, you may use the Chat function to text the Host. Click the Chat icon in the upper right corner of the meeting page to display the Chat menu and select the Host (recommended) from the Send to drop-down list before you type in and send your question.